

Public Safety Branch
Fire Group
Fire Series

FIRE CHIEF

12/96 (TLW)

Summary

Under administrative direction, as department head, manage fire prevention and suppression, rescue, training communications, and other activities designed to protect lives and property through subordinate operating district and staff division commanders.

Typical Duties

Plan, develop and organize fire support and operations programs and projects. Involves: ensuring policies and methods meet statutory requirements; reviewing and interpreting current and proposed legislation and regulations in conjunction with City legal staff; participating in development of public safety short and long range plans by determining department objectives, priorities and resources required for attainment of a goals; recommending ordinances, resolutions and major operating adjustments to preserve and enhance efficiency and effectiveness of fire suppression and prevention activities including review of staff proposals to solve problems such as integration of processes and services with other City departments, other jurisdictions, and regulatory agencies; studying and standardizing methods and performance measures to continuously improve operating productivity and quality; directing and participating in research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code and emergency programs; presenting proposals at Council, Civil Service Commission and other board Meetings.

Implement, coordinate and evaluate timely, reliable and economical fire prevention and suppression including inspection, rescue, training, communications, and maintenance within available resources. Involves: responding to alarms and directing activities at larger fire or incident scenes; acquiring and allocating approved personnel equipment and supplies, and arranging for maintenance; scheduling multiple projects, and reviewing progress, costs, field investigations and related records and statistics for adherence to efficiency and timeliness objectives, and identifying, diagnosing and solving priority conflicts and organization problems; initiating corrective measures and controls to expedite and optimize interrelated activities and facilitate flow of communications; advising other City departments and elected officials; explaining department functions and rules to citizens, civic groups, planning commissions and regulatory agencies to solve operating problems and rectify complaints; maintaining liaison with state and Federal agencies having regulatory authority over Fire Department; serving on boards and committees.

Direct department administration. Involves: conducting cost-benefit, statistical or other analyses such as of project labor requirements and materials specifications, and reviewing funding request, proposed program improvements and suggested staffing to prepare consolidated annual budget, and set department performance standards; controlling receipt, allocation and expenditure by recording and analyzing personnel, equipment, supplies and maintenance costs, and justifying deviations from forecasts following established City financial policies and procedures; implementing Mayoral directives; preparing and presenting technical, statistical and cost estimates and results reports for City official and executives, and other jurisdictions and agencies; overseeing operation and updating of required department record keeping such as payroll, employee files, purchase requisitions and other transactions; directing and overseeing administration of collective bargaining agreements; participating in negotiations with the public safety employee associations; maintaining liaison with labor representatives and ensuring maintenance of management rights.

Supervise assigned supervisory and non-supervisory uniformed, trades, administrative and clerical personnel. Involves: scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; checking work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee ratings by subordinate supervisory, coaching to motivate competency improvement and career advancement; arranging for or conducting internal orientation, job training, and employee development activities; enforcing personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards; maintaining harmony among employees, and resolving third step grievances; interviewing and hiring applicants; commending, adjusting pay of, transferring, disciplining and terminating employees; changing staffing levels and job designs.

Perform miscellaneous related general managerial and other duties as required.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Fire Science, Business or Public Administration or related field or graduation from the National Fire Association's Executive Fire Office Program and ten (10) years of progressively responsible fire protection and suppression experience in a municipal fire agency of similar size to the City of El Paso, including two and one half (2 ½) years of recent command experience involving supervision and administration of an established fire district comprising several fire stations. An additional eighteen (18) months command experience involving supervision and administration of an established fire district comprising several fire stations can be substituted for each year of required education.

Knowledge, Abilities and Skills: Comprehensive knowledge of: principles, practices, methods and equipment of modern fire prevention and suppression; laws, ordinance, rules and regulations pertinent to Fire Department activities; water supply and distribution systems; management theories and administrative practices as applied to analysis and evaluation of programs, policies and operational needs; principles and practices of municipal budget preparation and administration.

Ability to: plan, develop, organize, implement, coordinate and control functions of a large multi-divisional municipal fire department; impartially and firmly exercise appointing officer authority through subordinate supervisors to enforce personnel and safety rules and regulations, and provide leadership to motivate productivity and cooperation of individuals or teams to produce quality and timely operating results; formulate and establish department policies, budgetary goals and field operational objectives; apply administrative and managerial principles and techniques; read and comprehend common financial and legal documents; apply established mathematical and statistical techniques to analyze data in practical situations; define problems dealing with several abstract and concrete variable such as when responding to inquires or complaints, or resolving internal conflicts; express oneself clearly and concisely orally and in writing to analyze and persuasively explain complex technical and regulatory standards and practices in reports, correspondence, speeches and discussion; establish and maintain effective working relationships with fellow employees, City officials, other agencies, civic organizations and the general public using diplomacy in complicated situations involving common operating and management issues; exercising good judgment and making sound decision.

Skill in the use of: firefighting equipment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head